

# NEW JERSEY TURNPIKE AUTHORITY

## Code of Ethical Standards

### Preamble

In recognition that it is essential that the conduct of public officials and employees shall hold the respect and confidence of the people, Chapter 182, Public Laws 1971 (RS 52:13D-1 et seq.) was enacted by the New Jersey Legislature and signed by the Governor on June 2, 1971. This statute provides that within guidelines contained therein, each state agency shall promulgate a code of ethical standards to govern and guide the conduct of its Members and Employees.

The effective administration and operation of the many facets of the Turnpike Authority is both dependent and enhanced by the public's respect, confidence, and support gained through the actions and services of its dedicated members and employees. As no code of rules could anticipate or particularize all the duties and situations of these members and employees, the Authority adopts the following code as a general guide. The enumeration of these particular duties should not be construed as a denial of existence of others equally imperative, though not specifically mentioned, within the spirit of this Code.

Basic to this Code is the recognition that under our democratic form of government public officials and employees should be drawn from all of our society; that citizens who serve in government cannot and should not be expected to be without any personal interest in the decisions and policies of government; that citizens who are government officials and employees have a right to private interests of a personal, financial and economic nature; that standards of conduct should separate those conflicts of interest which are unavoidable in a free society from those conflicts of interest which are substantial and material or which bring government into disrepute.

### Definitions

- a) "Authority" shall mean the New Jersey Turnpike Authority.
- b) "Employee" shall mean any person employed on a temporary or permanent basis by the Authority who receives compensation other than a sum in reimbursement of expenses.
- c) "Interpretation Committee" shall mean a committee consisting of the Deputy Executive Director, the Director of Personnel and the Director of Law which shall review and interpret the Code of Ethical Standards.

- d) "Member" shall mean any Commissioner of the New Jersey Turnpike Authority appointed in accordance with the provisions of N.J.S.A. 27:23-1 et seq.
- e) "Person" means any natural person, association, or corporation.
- f) "Interest" in a corporation means the ownership or control of more that 10% of the stock of the corporation.
- g) Words in the singular number shall include the plural and words of gender shall mean either masculine or feminine, as appropriate.

### Advisory Opinions

It is not possible to address in a Code of Ethical Standards all situations which may arise and which may form the basis of a conflict of interest. In the event that a situation arises in which a member or employee is uncertain of whether or not a contemplated course of action would result in a violation of the statute of this Code of Ethical Standards, he shall refer the matter to the Chairman of the Authority who shall render an opinion or request an advisory opinion from the Executive Commission on Ethical Standards. A copy of each opinion by the Chairman shall be forwarded to the Executive Commission on Ethical Standards.

### CODE OF ETHICAL STANDARDS

(1) No Member or employee shall have any interest, financial or otherwise, direct or indirect, or engage in any business or transaction or professional activity, whether by himself or through his spouse or any member of his immediate family or through any partner or associate, which is in substantial conflict with the proper discharge of his duties in the public interest.

(2) No member or employee shall engage in any particular business, profession, trade or occupation outside of his Authority employment which is subject to licensing or regulation by a specific agency of State government and which is specifically in the area in which he is employed, without promptly filing notice of such activity with the Executive Commission on Ethical Standards which will endorse such notice with its recommendation as to the propriety of the reported activity.

(3) No member or employee shall use or attempt to use his official position to secure unwarranted privileges or advantages for himself or others.

(4) Members and employees having any responsibility for the purchase, acquisition, sale or disposition of materials or property, or administration of funds, shall not transact business with, nor approve or authorize any transaction with any close associate or

corporation or other business entity in which he, a member of his immediate family, or a close associate is a member, employee, or is in any way interested. In the event a member or employee finds himself in the situation hereby prohibited, he will report the facts to his immediate superior who will relieve him from further responsibility in connection with the transaction.

(5) No member or employee shall undertake any employment or service, whether compensated or not, which might reasonably be expected to impair his objectivity or independence of judgment in the exercise of his official duties.

(6) No member or employee shall accept from any person whether directly or indirectly and whether by himself or through his spouse or any member of his immediate family or through any partner or associate, any gift, favor, service or other thing of value under circumstances from which it might reasonably be inferred that such gift, favor, service or other thing of value was given or offered for the purpose of influencing him in the discharge of his official duties.

(7) No Member or employee who represents this Authority as a participant at a public function, such as a speaker, panelist or in other similar capacity, shall accept any fee, honorarium, gratuity or any other like thing of value for such representation and participation unless the actual expenses incurred by any such member or employee incident to such representation and participation are greater than any sum paid to such member or employee by this department as reimbursement thereof, provided, however, that any such case, any such employee or member shall only except such fee, honorarium, gratuity or any other like thing of value equal in amount to the difference between such expenses actually incurred and any such reimbursement. Should a member or employee be invited to participate in a conference or convention in an official capacity related to his employment, he may accept defrayment of travel and incidental expenses by the inviting organization provided he is not reimbursed by the department for such travel and/or incidental expenses.

(8) No member or employee shall knowingly act in any way that might reasonably be expected to create an appearance of impropriety or impression among the public having knowledge of his acts that he may be engaged in conduct violative of his trust as an officer or employee.

(9) No member or employee shall appropriate or borrow for his personal use or for the personal use of any other person, any Turnpike Authority or Government property with which he is entrusted or to which he has access or is required to use in the performance of his duties.

(10) Every member and employee shall conduct himself with respect to his duties in a courteous and respectful manner.

(11) No member or employee shall disclose to any individual or entity for his private gain or advantage or for the private gain or advantage of another individual or entity, confidential information concerning the property or affairs of the Turnpike Authority, the State, or Federal Government. Neither shall he divulge or discuss any information or data which can be used by others in pending litigation or claims against the Authority, the State, or the Federal Government. This prohibition does not apply to records or information which are made available to the general public.

(12) There is to be established an Interpretation Committee, which responsibility it will be to review and interpret the Authority's Code of Ethical Standards. The Committee members shall consist of the Deputy Executive Director, Director of Personnel and the Director of Law. The Committee shall make an annual report to the Executive Director and Chairman listing its activities for that year. The Committee shall also assist the Chairman in preparing advisory opinions as set forth in the Code. The Committee shall also have the responsibility to answer any inquiries from any individual regarding an interpretation of any provision of the Code of Ethical Standards.

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